



## VA STUDENT CHECKLIST

<u>Date Completed</u>	<u>Responsibility</u>
Apply to TCAT-Shelbyville for desired course at <a href="https://tcatshelbyville.edu/">https://tcatshelbyville.edu/</a> and complete a FAFSA application	Student
Apply for Education benefits online at <a href="http://www.ebenefits.va.gov">www.ebenefits.va.gov</a>	Student
Gather your DD214s, NGB22s, Kicker Contract, NOBE, and all post-secondary transcripts - supply a copy to Financial Aid	Student
Request a copy of your JST Transcript for TCAT-Shelbyville. You can do this at <a href="https://jst.doded.mil/smart/signIn.do">https://jst.doded.mil/smart/signIn.do</a>	Student
The school VA Representative and Instructor will evaluate all prior credit and award if applicable.	VA Prior Credit Representative
Once you have received your Certificate of Eligibility (C.o.E.) bring it to your VA School Certifying Official	Student
It is important that you supply your VA School Certifying Official <u>and</u> the Student Services Coordinator with any military training schedules that will conflict with your class schedule prior to registration.	Student
You will receive an award letter prior to each term indicating your total Financial Aid award that can be applied toward your tuition. You will use this amount to register for the term.	Financial Aid
After registration and confirmed attendance, you are certified as a student via VAONCE by the School Certifying Official	VA School Certifying Official
It may take up to 12 weeks for VA to process and begin your payments. If delayed, your first payment will be a "catch up" payment.	VA
For all <u>Chapter 30, 1606 and 1607</u> students - on the 1st day of the month you will call 1-877-823-2378 and verify that you are still attending school. <u>Chapter 35</u> students are mailed a monthly verification form (VA Form 22-8979).	Student
Sign in and out daily on your VA sign-in sheet provided by your instructor each month. Ensure that it is turned in to your School Certifying Official at the end of each month.	Student/ Instructor
Keep track of your remaining benefit time, VA will send you regular updates.	Student
If you drop or stop attending classes, you must let your School Certifying Official know <u>immediately</u> . VA WILL RECOUP any overpayment you receive.	Student/ Instructor
When you drop or stop attending classes your term will be amended and your benefits terminated.	Financial Aid
<p>If you have any questions regarding your VA Education benefits, you may call the VA support center at 1-888-442-4551 or submit a secured inquiry at <a href="https://gibill.custhelp.com/app/ask/">https://gibill.custhelp.com/app/ask/</a>.            Contact your School Certifying Official if you have any questions or need any assistance.            Erika Adams - TCAT Shelbyville Financial Aid Lead/VA School Certifying Official            Phone: 931-685-5013 Ext. 150 Email: erika.adams@tcatshelbyville.edu</p>	